


Slide 1

# Indiana

Department of Local Government Finance

Committed to a fair and equitable property tax system for Hoosier taxpayers.




## How to Use the Gateway Budgets Application in 2013-2014

Colby Shank  
Program Coordinator  
June 5, 2013

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## What's New for 2013-2014

- Common expenditure code list adopted by SBOA and DLGF.
- County Council Review Worksheet moved to Gateway.
- Error Prevention Report added to help officials catch simple mistakes.

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## Getting Started: Log-In

**Gateway**  
for government units

An Information for Indiana Data Site

[Home](#) [Report Builder](#) [Download Data](#) [Learn More](#) [Local Officials: Login Here](#)

### An Open Door into Local Government Finance

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

Find my units

Enter your address

GO

What's new

- County tax summaries for Indiana and counties are now available.
- View all reports available for a specific government unit.

Popular reports

- [Disbursements by Fund Report](#)
- [Budget Estimate, Financial Statement and Tax Rate](#)
- [Township Assistance Statistical Report](#)

Counties


Schools

Cities/Towns

<http://gateway.ifionline.org>

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## Getting Started: Log-In

**Gateway**  
for government units

An Information for Indiana Data Site

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

Authorized Personnel Login

User Name:

Password:

\*After 5 failed attempts, account will be locked

[Log In](#)

[Forgot your password?](#)

A Notice to Firefox Users

Some users have encountered problems on the output reports when using Firefox. If this is an issue for you, please try using an alternate browser, such as Internet Explorer or Chrome.

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## Select Application

**Gateway**  
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Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include DLGF (Department of Local Government Finance) and SBGA (State Board of Accounts).

### Select Application

**Budgets**  
  
Select application to submit your budgets to the DLGF.

**Debt Management**  
  
Select application to submit your debt to the DLGF.

**Annual Financial Report**  
  
Select application to submit your Annual Financial Report to the SBGA.

**SB 131 Reporting for SWMDs**  
  
Select application to submit your files to the DLGF.

**Redevelopment Commissions**  
  
Select application to submit your files to the DLGF.

**100R**  
  
Select application to submit your 100R files to the SBGA.


**Property Files Upload**  
  
Select application to submit your property files to the DLGF.

**Account Settings**  
  
Update your account profile or change your password.

**Help and Documentation**  
  
Access FAQs, user guides and manuals.

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## Select Unit

**Gateway**  
for government units

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of  
Local Government Finance

Select Unit

### Select Unit from List


Currently Viewing Year: 2014

Click a link below to select your unit.


Unit Code	Unit Name Link	Unit Type	Unit County
0417	<a href="#">Portland Civil City</a>	City/Town	Jay

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## Unit Main Menu



for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of Local Government Finance






Select Unit > Unit Main Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Unit Main Menu - 0417 Portland Civil City, Jay Co.


Select from the options below to customize your unit's funds, departments, and/or publications.

**Department of Local Government Finance Tasks**


-  **Customize Funds, Departments, Debts, Rev. Codes**  
View and edit lists of funds, depts., debts by fund and rev. codes.
-  **View Forms, Enter and Edit Budgets**  
View, edit and submit Forms to DLGF.
-  **County Council Review Worksheet**  
View and edit the County Council Review Worksheet for the selected unit.
-  **Submit Proof of Publication and Signed Form 4**  
View, upload and submit budget-related documents to DLGF.
-  **Optional Flat File Upload**  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

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## Customize Unit



for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of Local Government Finance






Select Unit > Unit Main Menu > Customize Unit

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Customize Funds/Depts./Rev.Codes/Debts Lists - Portland Civil City, Jay Co.


Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

**Customize Funds and Department Lists**

 <b>Customize Funds List</b>	 <b>Customize Revenue Codes List</b>
 <b>Customize Departments List</b>	Select revenue codes for use within this unit's Form 2.
 <b>Customize Departments by Fund List</b>	 <b>Customize Debts by Fund List</b>
View and cross-index departments for selected fund.	View and cross-index debts by selected fund.

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## Customize Funds

Gateway

for government units

An Information for Indiana Data Site

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Department of  
Local Government Finance

Select Unit • Unit Main Menu • Customize Unit • Customize Funds

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Funds List - 0417 Portland Civil City, Jay Co.

Click on a column header to sort column.


Fund Code	Fund Name Link	Remove Fund
0061	Rainy Day	X
0101	General	X
0181	Debt Payment	X
0706	Local Road & Street	X
0708	Motor Vehicle Highway	X
1301	Park & Recreation	X

Add a Fund

Add a New Home Ruled Fund

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## Customize Funds

Gateway

for government units

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Department of  
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Select Unit • Unit Main Menu • Customize Unit • Customize Funds

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Funds List - 0417 Portland Civil City, Jay Co.

Click on a column header to sort column.


Fund Code	Fund Name Link	Remove Fund
0061	Rainy Day	X
0101	General	X
0181	Debt Payment	X
0706	Local Road & Street	X
0708	Motor Vehicle Highway	X
1301	Park & Recreation	X

Add a Fund


Add a New Home Ruled Fund

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## Customize Funds



for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout

Department of Local Government Finance

[Select Unit](#) • [Unit Main Menu](#) • [Customize Unit](#) • **Customize Funds**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

**Funds List - 0417 Portland Civil City, Jay Co.**

Click on a column header to sort column.


Fund Code	Fund Name Link	Remove Fund
0001	Rainy Day	X
0101	General	X
0181	Debt Payment	X
0708	Local Road & Street	X
0708	Motor Vehicle Highway	X
1001	Chic Center	X
1301	Park & Recreation	X

[Add a Fund](#)


[Add a New Home Ruled Fund](#)

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## Customize Unit



for government units

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[Select Unit](#) • [Unit Main Menu](#) • **Customize Unit**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.


**Customize Funds/Depts./Rev.Codes/Debts Lists - Portland Civil City, Jay Co.**

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

**Customize Funds and Department Lists**




**Customize Funds List**




**Customize Revenue Codes List**

Select revenue codes for use within this unit's Form 2.




**Customize Departments List**



**Customize Debts by Fund List**

View and cross-index debts by selected fund.




**Customize Departments by Fund List**

View and cross-index departments by selected fund.

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## Customize Revenues by Funds

Gateway

for government units

Indiana

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Department of

Local Government Finance

Select Unit • Unit Main Menu • Customize Unit • Customize Revenue Codes

Selected Year: 2014 | Selected Unit: Jay County | 0417 Payband Civil Serv, Jay Co

Customized Revenue Codes Lists to Funds

Taxes And Intergovernmental

Licenses And Permits

Charges For Services

Fees, Fines, Penalties, And Fees

Other Receipts

+ ADD REVENUE CODE TO SELECTED CATEGORY

Delete	Specify Funds	Revenue Code and Description	Funds Receiving Revenue
X		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Share	0001 - GENERAL
X		R105 - Local Option Income Tax (LOIT) for Levy Freeze	0001 - GENERAL
X		R108 - Other Taxes	0008 - MOTOR VEHICLE HIGHWAY
X		R109 - Alcoholic Beverage/Liquor Excise Tax Distribution	0001 - GENERAL
X		R111 - Cigarette Tax Distribution	0001 - GENERAL
X		R112 - Financial Institution Tax Distribution	0004 - PARKS & RECREATION
X		R113 - Local Road and Street Distribution	0004 - GENERAL
X		R114 - Motor Vehicle/Aircraft Excise Tax Distribution	0008 - MOTOR VEHICLE HIGHWAY
X		R122 - County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Fund	0001 - GENERAL

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## Customize Revenues by Funds

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Select Unit • Unit Main Menu • Customize Unit • Customize Revenue Codes

Selected Year: 2014 | Selected Unit: Jay County

Customized Revenue C

Taxes And Intergovernmental

Licenses And Permits

Charges For Services

Fees, Fines, Penalties, And Fees

Other Receipts

+ ADD REVENUE CODE TO SELECTED CATEGORY

1. Selected Revenue Code from list

R116 - Motor Vehicle Highway Distribution

2. Associate the selected Revenue Code with available funds:

Check/Uncheck All

0001 - GENERAL

0001 - DEBIT PAYMENT

0006 - LOCAL ROAD & STREET

0008 - MOTOR VEHICLE HIGHWAY

0008 - PARK & RECREATION

Cancel

Update Record

Delete	Specify Funds	Revenue Code	Revenue
X		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Share	0001 - GENERAL
X		R105 - Local Option Income Tax (LOIT) for Levy Freeze	0001 - GENERAL
X		R108 - Other Taxes	0008 - MOTOR VEHICLE HIGHWAY
X		R109 - Alcoholic Beverage/Liquor Excise Tax Distribution	0001 - GENERAL
X		R111 - Cigarette Tax Distribution	0004 - PARKS & RECREATION
X		R112 - Financial Institution Tax Distribution	0004 - GENERAL
X		R113 - Local Road and Street Distribution	0004 - GENERAL
X		R114 - Motor Vehicle/Aircraft Excise Tax Distribution	0008 - MOTOR VEHICLE HIGHWAY
X		R122 - County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Fund	0001 - GENERAL

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## Customize Revenues by Funds

Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Select Unit • Unit Main Menu • Customize Unit • Customize Revenue Codes

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Customized Revenue Codes Lists to Funds


Enter And Intergovernmental Licenses And Permits Charges For Services Fees, Fines, Penalties, And Fines Other Receipts

+ ADD REVENUE CODE TO SELECTED CATEGORY

Delete	Specify Funds	Revenue Code and Description	Funds Receiving Revenue
X		R102 - County Adjusted Gross Income Tax (CAGIT) Certified Shares	0001 - GENERAL
X		R105 - Local Option Income Tax (LOIT) for Levy Fees	0001 - GENERAL
X		R108 - Other Taxes	0708 - MOTOR VEHICLE HIGHWAY 0801 - PARKS & RECREATION
X		R109 - Alcoholic Beverage/Liquor Excise Tax Distribution	0001 - GENERAL
X		R111 - Cigarette Tax Distribution	0001 - GENERAL 0801 - PARKS & RECREATION
X		R112 - Financial Institution Tax Distribution	0001 - GENERAL 0708 - MOTOR VEHICLE HIGHWAY
X		R113 - Local Road and Street Distribution	0708 - MOTOR VEHICLE HIGHWAY 0709 - LOCAL ROAD & STREET
X		R114 - Motor Vehicle/Aircraft Excise Tax Distribution	0001 - GENERAL 0708 - MOTOR VEHICLE HIGHWAY
X		R116 - Motor Vehicle Highway Distribution	0708 - MOTOR VEHICLE HIGHWAY

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## Customize Unit

Gateway  
for government units

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Home About Account Settings Help Logout

Select Unit • Unit Main Menu • Customize Unit

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Customize Funds/Depts./Rev.Codes/Debts Lists - Portland Civil City, Jay Co.

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

Customize Funds List

Customize Departments List

Customize Departments by Fund List

Customize Revenue Codes List

Customize Debts by Fund List

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## Customize Debts by Funds

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Department of  
Local Government Finance

[Selected Unit](#) • [Unit Main Menu](#) • [Customize Unit](#) • [Customize Debts by Fund](#)

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0181 - DEBT PAYMENT		General Obligation Bond 2011

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## Customize Debts by Funds

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Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Available Debts
0181 - DEBT PAYMENT	<div><input checked="" type="checkbox"/> Check/Uncheck All</div> <div><input type="checkbox"/> Park Bond</div> <div><input type="checkbox"/> Redevelopment District Tax Increment Revenue Bonds, Series 2007 B</div> <div><input type="checkbox"/> Redevelopment District Tax Increment Revenue Bonds, Series 2007 A</div> <div><input checked="" type="checkbox"/> General Obligation Bond 2011</div> <div><input checked="" type="checkbox"/> Police Car Lease Rental</div> <div><input type="checkbox"/> Fees</div> <div><input type="checkbox"/> Anti-Invested Debt Service</div>

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## Customize Debts by Funds

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[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

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Local Government Finance

[Selected Unit](#) • [Unit Main Menu](#) • [Customize Unit](#) • [Customize Debts by Fund](#)

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

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## Unit Main Menu

INDIANA

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Department of  
Local Government Finance

[Selected Unit](#) • [Unit Main Menu](#)

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Department of Local Government Finance Tasks

 **Customize Funds, Departments, Debts, Rev. Codes**

View and edit lists of funds, debts, departments, and rev. codes.

 **View Forms, Enter and Edit Budgets**

View, edit and submit Forms to DLGF.

 **County Council Review Worksheet**

View and edit the County Council Review Worksheet for the selected unit.

 **Submit Proof of Publication and Signed Form 4**

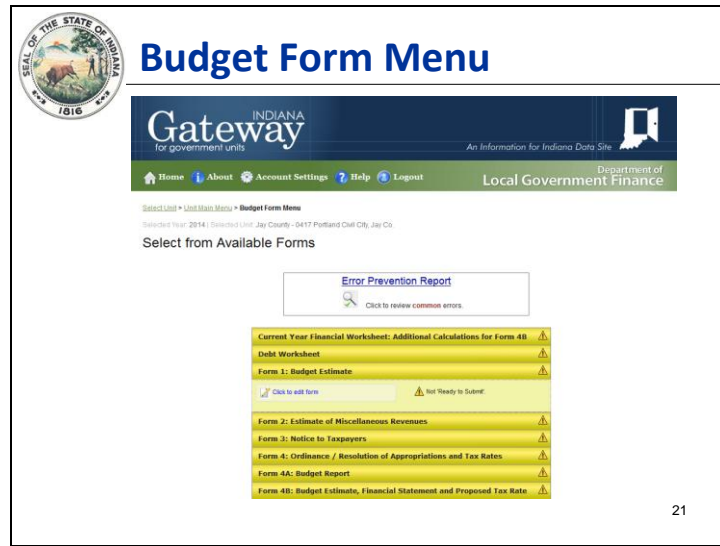
View, upload and submit budget-related documents to DLGF.

 **Optional Flat File Upload**

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

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**Budget Form Menu**

Indiana Gateway for government units. An Information for Indiana Data Site. Department of Local Government Finance.

Home About Account Settings Help Logout

Select Unit: Unit Main Menu Budget Form Menu

Select Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

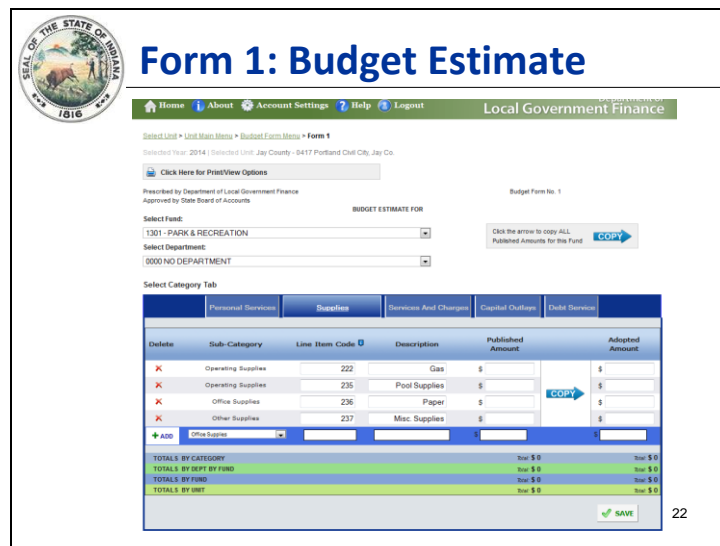
Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B  
Debt Worksheet  
Form 1: Budget Estimate  
Click to add form Not Ready to Submit  
Form 2: Estimate of Miscellaneous Revenues  
Form 3: Notice to Taxpayers  
Form 4: Ordinance / Resolution of Appropriations and Tax Rates  
Form 4A: Budget Report  
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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**Form 1: Budget Estimate**

Indiana Gateway for government units. An Information for Indiana Data Site. Department of Local Government Finance.

Home About Account Settings Help Logout

Select Unit: Unit Main Menu Budget Form Menu Form 1

Select Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Click Here for Print/View Options

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Estimate for

Budget Form No. 1

Select Fund: 1301 - PARK & RECREATION  
Select Department: 0000 NO DEPARTMENT

Click the arrow to copy ALL Published Amounts for this Fund COPY


Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlay	Other Services
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
X	Operating Supplies	222	Gas	\$	\$
X	Operating Supplies	235	Pool Supplies	\$	\$
X	Office Supplies	236	Paper	\$	\$
X	Other Supplies	237	Misc. Supplies	\$	\$
ADD	Office Supplies				
TOTALS BY CATEGORY				Total \$ 0.0	Total \$ 0.0
TOTALS BY DEPT BY FUND				Total \$ 0.0	Total \$ 0.0
TOTALS BY FUND				Total \$ 0.0	Total \$ 0.0
TOTALS BY UNIT				Total \$ 0.0	Total \$ 0.0

SAVE

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## Form 1: Budget Estimate

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) Local Government Finance

[Selected Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 1**

[Selected Year: 2014](#) | [Selected Unit: Jay County - 0417](#) | [Portland Civil City, Jay Co.](#)

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 1

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

Click the arrow to copy ALL  
Published Amounts for this Fund


Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
X	Operating Supplies	222	Gas	\$ 4,100	\$
X	Operating Supplies	235	Pool Supplies	\$ 2,230	\$
X	Office Supplies	236	Paper	\$ 440	\$
X	Other Supplies	237	Misc. Supplies	\$ 140	\$
+ ADD Office Supplies					
TOTALS BY CATEGORY				now \$ 6,910	now \$ 0
TOTALS BY DEPT BY FUND				now \$ 6,910	now \$ 0
TOTALS BY FUND				now \$ 6,910	now \$ 0
TOTALS BY UNIT				now \$ 6,910	now \$ 0

Form values saved at 01:09 PM and 48 seconds. [SAVE](#)

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## Form 1: Budget Estimate

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[Selected Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 1**

[Selected Year: 2014](#) | [Selected Unit: Jay County - 0417](#) | [Portland Civil City, Jay Co.](#)

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance  
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Budget Form No. 1

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

Click the arrow to copy ALL  
Published Amounts for this Fund


Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
X	Operating Supplies	222	Gas	\$ 4,100	\$
X	Operating Supplies	235	Pool Supplies	\$ 2,230	\$
X	Office Supplies	236	Paper	\$ 440	\$
X	Other Supplies	237	Misc. Supplies	\$ 140	\$
+ ADD Office Supplies					
TOTALS BY CATEGORY				now \$ 6,910	now \$ 0
TOTALS BY DEPT BY FUND				now \$ 267,010	now \$ 0
TOTALS BY FUND				now \$ 267,010	now \$ 0
TOTALS BY UNIT				now \$ 4,804,561	now \$ 0

Form values saved at 10:25 AM and 73 seconds. [SAVE](#)

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## Exporting/Printing the Form 1

Presented by the Department of Local Government Finance  
Approved by the State Board of Accounts

**Budget Form 1 - Budget Estimate**  
Year: 2014 County: Jay Unit: Portland Civil City


[XML File with report data](#)  
[CSV \(comma delimited\)](#)  
[PDF](#)  
[HTML \(web archive\)](#)  
[Email](#)  
[Print](#)

Budget Form No. 1

Fund	Department	Category	Sub-Category	Line Item 1	Line Item 2	Published 1	Adopted 1
1301 - INDK & RECREATION	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	125	Supervisor	\$30,000	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	127	Part Time	\$55,000	\$0
<b>PERSONAL SERVICES Total</b>						<b>\$85,000</b>	<b>\$0</b>
1301 - INDK & RECREATION	NO DEPARTMENT	SUPPLIES	Operating Supplies	222	Gas	\$4,100	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SUPPLIES	Operating Supplies	225	Pool Supplies	\$2,250	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SUPPLIES	Office Supplies	236	Paper	\$440	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SUPPLIES	Other Supplies	237	Mac. Supplies	\$140	\$0
<b>SUPPLIES Total</b>						<b>\$6,990</b>	<b>\$0</b>
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	321	Communication & Transportation	\$1,500	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	355	Subscriptions & Dues	\$200	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	361	Insurance	\$4,500	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	326	Pool Supplies	\$6,000	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	327	Street Materials	\$2,500	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	328	Other Contractual Services	\$11,000	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	329	Repairs and Maintenance	\$30,000	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	324	Printing & Advertising	\$800	\$0
1301 - INDK & RECREATION	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	322	Utilities	\$26,000	\$0
<b>SERVICES AND CHARGES Total</b>						<b>\$83,000</b>	<b>\$0</b>
1301 - INDK & RECREATION	NO DEPARTMENT	CAPITAL OUTLAYS	Land		Net	\$0,000	\$0
<b>CAPITAL OUTLAYS Total</b>						<b>\$0,000</b>	<b>\$0</b>
<b>NO DEPARTMENT Total</b>						<b>\$267,490</b>	<b>\$0</b>

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## Budget Form Menu

**INDIANA Gateway**  
for government units

An Information for Indiana Data Site

Home About Account Settings Help Logout Department of Local Government Finance

Select Unit • Unit Menu • **Budget Form Menu**

Select Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

[Error Prevention Report](#)

Click to review common errors.

**Current Year Financial Worksheet: Additional Calculations for Form 4B**

**Debt Worksheet**

**Form 1: Budget Estimate**

**Form 2: Estimate of Miscellaneous Revenues**

[Click to add form](#) Not Ready to Submit

**Form 3: Notice to Taxpayers**


**Form 4: Ordinance / Resolution of Appropriations and Tax Rates**

**Form 4A: Budget Report**

**Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate**

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## Form 2: Estimate of Miscellaneous Revenue

[Click Here for Print/View Options](#)

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Approved by State Board of Accounts

Budget Form No. 2

ESTIMATE OF MISCELLANEOUS REVENUES  
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES  
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2014

Select Fund:  
0101 - GENERAL


Select Category Tab

	Taxes And Intergovernmental	License And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts	
Revenue Code <input type="text"/>	Description				July 1 to Dec 31, 2013 <input type="text"/>	Jan 1 to Dec 31, 2014 <input type="text"/>
R102	County Adjusted Gross Income Tax (CAGIT) Certified Shares				\$	\$
R105	Local Option Income Tax (LOIT) for Levy Freeze				\$	\$
R109	Alcoholic Beverage/Liquor Excise Tax Distribution				\$	\$
R111	Cigarette Tax Distribution				\$	\$
R112	Financial Institution Tax Distribution				\$	\$
R114	Motor Vehicle/Aircraft Excise Tax Distribution				\$	\$
R123	County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit				\$	\$
R135	Commercial Vehicle Excise Tax Distribution (CVET)				\$	\$
TOTALS BY CATEGORY					Inv \$ 0	Inv \$ 0
TOTALS BY FUND					Inv \$ 0	Inv \$ 0
TOTALS BY UNIT					Inv \$ 0	Inv \$ 0

[SAVE](#)

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## Form 2: Estimate of Miscellaneous Revenue

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 2

ESTIMATE OF MISCELLANEOUS REVENUES  
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES  
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2014

Select Fund:  
0101 - GENERAL

Select Category Tab

	Taxes And Intergovernmental	License And Permits	Charges For Services	Fines, Forfeitures, And Fees	Other Receipts	
Revenue Code <input type="text"/>	Description				July 1 to Dec 31, 2013 <input type="text"/>	Jan 1 to Dec 31, 2014 <input type="text"/>
R102	County Adjusted Gross Income Tax (CAGIT) Certified Shares				\$ 5,730	\$ 12,540
R105	Local Option Income Tax (LOIT) for Levy Freeze				\$ 1,150	\$ 2,540
R109	Alcoholic Beverage/Liquor Excise Tax Distribution				\$ 980	\$ 1,750
R111	Cigarette Tax Distribution				\$ 1,850	\$ 3,840
R112	Financial Institution Tax Distribution				\$ 6,510	\$ 1,140
R114	Motor Vehicle/Aircraft Excise Tax Distribution				\$ 5,400	\$ 9,800
R123	County Adjusted Gross Income Tax (CAGIT) Property Tax Replacement Credit				\$ 14,070	
R135	Commercial Vehicle Excise Tax Distribution (CVET)				\$ 7,400	\$ 13,250
TOTALS BY CATEGORY					Inv \$ 43,190	Inv \$ 44,880
TOTALS BY FUND					Inv \$ 43,190	Inv \$ 44,880
TOTALS BY UNIT					Inv \$ 43,190	Inv \$ 44,880

Form values saved at 01:23 PM and 48 seconds. [SAVE](#)

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## Budget Form Menu

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Gateway  
for government units

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Department of  
Local Government Finance

[Select Link](#) • [Unit Main Menu](#) • [Budget Form Menu](#)

Selected Year: 2014 | Selected Unit: Jay County - 9417 Portland Civil City, Jay Co.

Select from Available Forms

[Error Prevention Report](#)  
 Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B 

[Click to edit form](#)  Not Ready to Submit

Debt Worksheet 

Form 1: Budget Estimate 

Form 2: Estimate of Miscellaneous Revenues 

Form 3: Notice to Taxpayers 

Form 4: Ordinance / Resolution of Appropriations and Tax Rates 

Form 4A: Budget Report 

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate 

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## Current Year Financial Worksheet

Select Fund:

Line 2

APPROPRIATIONS

1. Current Year Approved Budget  \$ 3,229,398

2. Encumbrances Brought Forward \$

3. Changes to Appropriations:

a) Additional Appropriations (January to June) \$

b) Reductions (January through June) \$

4. Other Year-Appropriated Obligations \$

5. Total Approved Appropriations  \$

Disbursements

6. January through June Current Year Disbursements \$

7. Appropriation Balance  \$

8. Reductions July through December \$

9. Estimated Current Year Expenditures July through December  \$

Line 3

Proposed/Approved Additional Appropriations for July through Dec. of Current Year \$

Line 4A

11. Loan excess not transferred prior to June 30 \$

12. Temporary Loans outstanding as of June 30 \$

What fund loaned the cash on Line 12?

13. Temporary loans not included in Lines 2 or 3  \$

Line 4B

14. Temp loans to be repaid in the first six months of ensuing year

What fund loaned the cash on Line 14?

Line 5

15. June 30 Cash Balance, including investments \$


Line 7

16. Taxes to be collected, present year (December settlement) \$

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## Current Year Financial Worksheet

Select Fund:  
0701 - GENERAL

Line 2

APPROPRIATIONS

1. Current Year Approved Budget	\$ 3,238,388
2. Encumbrances Brought Forward	\$ 62,299
3. Changes to Appropriations	
4. Additional Appropriations (Increase to June)	\$ 0
5. Reductions, January through June	\$ 0
6. Other Non-Appropriated Obligations	\$ 0
7. Total Approved Appropriations	\$ 3,301,037

DISBURSEMENTS

8. January through June Current Year Disbursements	\$ 1,451,410
9. Appropriation Balance	\$ 1,850,267
10. Reductions July through December	\$ 0
11. Estimated Current Year Expenditures July through December	\$ 1,850,267

Line 3

12. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ 0
---	------

Line 4A

13. Loans issued and transferred prior to June 30	\$ 0
14. Temporary Loans outstanding as of June 30	\$ 0
15. Half-year loaned the cash on Line 147	\$ 0
16. Temporary loans not included in Lines 2 or 3	\$ 0

Line 4B


17. Temp loans to be repaid in the first six months of ensuing year	\$ 0
18. Half-year loaned the cash on Line 147	\$ 0

Line 5

19. June 30 Cash Balance, including investments	\$ 137,692
---	------------

Line 7

20. Taxes to be collected, present year (December settlement)	\$ 67,7417
---	------------

Form values saved at 09:42 PM and 30 seconds. 

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## Budget Form Menu

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for government units

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Department of  
Local Government Finance

Selected Unit: Unit Menu > Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Error Prevention Report  
 Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

 Click to edit form  Not Ready to Submit

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report


Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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## Debt Worksheet

INDIANA  
Gateway  
for government units

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Local Government Finance

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[Selected Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Debt Worksheet**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Oat City, Jay Co.

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance

DEBT WORKSHEET


Selected Year: 2014  
Selected County: Jay County  
Selected Unit: Portland Oat City  
Select Fund:  
0181 - DEBT PAYMENT

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "0" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
General Obligation Bond 2011		\$		\$		\$
Police Car Leases Rental		\$		\$		\$
TOTALS BY FUND		\$0		\$0		\$0
TOTALS BY UNIT		\$0		\$0		\$0

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## Debt Worksheet

INDIANA  
Gateway  
for government units

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Local Government Finance

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[Selected Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • [Debt Worksheet](#) • **Debt Worksheet Data Entry**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Oat City, Jay Co. | Selected Fund: 0181 DEBT PAYMENT

Prescribed by Department of Local Government Finance

DEBT WORKSHEET DATA ENTRY

Selected Year: 2014  
Selected County: Jay County  
Selected Unit: Portland Oat City  
Selected Fund: 0181 Debt Payment

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "0" in the third digit of the fund code.)

Selected Debt: General Obligation Bond 2011


[Click Here to Refresh All values from Debt Management](#)  
(Warning: All item worksheets will be removed on data refresh)

Date	Period Total	Trustee Fee	Lease Prorata	Total	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 12/31/2015
6/30/2011	48,500			48,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/31/2011	47,000			47,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/30/2012	47,000			47,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/31/2012	48,000			48,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/30/2013	48,000			48,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/31/2013	48,500			48,500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/30/2014	48,500			48,500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12/31/2014	49,000			49,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6/30/2015	49,000			49,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/31/2015	49,500			49,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT					\$ 48,500	\$ 97,500	\$ 49,000
TOTALS BY FUND					\$ 48,500	\$ 97,500	\$ 49,000
TOTALS BY UNIT					\$ 48,500	\$ 97,500	\$ 49,000


Form values saved at 01:51 PM and 46 seconds. [SAVE](#)

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## Debt Worksheet


INDIANA  
for government units

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Local Government Finance

Selected Unit: Unit Main Menu > Budget Form Menu > Debt Worksheet

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Oak City, Jay Co.

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance

### DEBT WORKSHEET

Selected Year: 2014  
Selected County: Jay County  
Selected Unit: Portland Oak City  
Select Fund:

0181 - DEBT PAYMENT

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "F" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
General Obligation Bond 2011	12/31/2013	\$ 48,000	12/31/2014	\$ 97,500	06/30/2015	\$ 48,000
Police Car Lease Rental	07/01/2013	\$ 4,664	07/01/2014	\$ 9,328	01/01/2015	\$ 4,664
<b>TOTALS BY FUND</b>		<b>\$ 53,164</b>		<b>\$ 106,828</b>		<b>\$ 53,064</b>
<b>TOTALS BY UNIT</b>		<b>\$ 53,164</b>		<b>\$ 106,828</b>		<b>\$ 53,064</b>

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## Budget Form Menu


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Local Government Finance

Selected Unit: Unit Main Menu > Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Oak City, Jay Co.

### Select from Available Forms

[Error Prevention Report](#)

Click to review common errors.

**Current Year Financial Worksheet: Additional Calculations for Form 4B**

**Debt Worksheet**

**Form 1: Budget Estimate**

**Form 2: Estimate of Miscellaneous Revenues**

**Form 3: Notice to Taxpayers**

**Form 4: Ordinance / Resolution of Appropriations and Tax Rates**


**Form 4A: Budget Report**

Click to edit form      Not Ready to Submit

**Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate**

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## Form 4A: Budget Report

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[Select Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 4A**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

[Click Here for Print/View Options](#)

### Budget Report

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

[Click the arrow to insert ALL Unit Amounts from Form 1](#)

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$	\$
20000 SUPPLIES	\$	\$
30000 OTHER SERVICES AND CHARGES	\$	\$
40000 CAPITAL OUTLAY	\$	\$
60000 DEBT SERVICE	\$	\$
9999 TOTAL	\$ 0	\$ 0

Total by Fund

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0


Total by Unit

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

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## Form 4A: Budget Report

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[Select Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 4A**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

[Click Here for Print/View Options](#)

### Budget Report

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

[Click the arrow to insert ALL Unit Amounts from Form 1](#)

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$ 85,500	\$ 0
20000 SUPPLIES	\$ 6,910	\$ 0
30000 OTHER SERVICES AND CHARGES	\$ 82,500	\$ 0
40000 CAPITAL OUTLAY	\$ 93,000	\$ 0
60000 DEBT SERVICE	\$ 0	\$ 0
9999 TOTAL	\$ 267,910	\$ 0

Total by Fund

Published Amount Total: \$ 267,910

Adopted Amount Total: \$ 0

Total by Unit

Published Amount Total: \$ 267,910

Adopted Amount Total: \$ 0

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## Budget Form Menu

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Select Year: 2014 | Selected Unit: Shelby County - 7360 Southwestern Consolidated Shelby County Schools

Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report


Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

Click to edit form

Not Ready to Submit

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## Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

Select Fund: 0000 - GENERAL

The selected fund does not currently have data in both published and adopted columns.  
Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked Ready to Submit.

Warning: If there is currently no data in this year's Financial Worksheet, that information, Form 2, will come in. If you have data in this form, you must enter the values and not data. To ensure the values only use the "Click here to input" values, please check the values before they are compared.

Click here to input From: Worksheet, Debt Worksheet, Form 2 & Form 4a published amounts


Click here to input From: Worksheet, Debt Worksheet, Form 2 & Form 4a published amounts

Funds Required for Expenses To December 31 of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$	\$
2. Miscellaneous expenditures July 1 to December 31 of present year to be made from appropriation unexpended	\$	\$
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$	\$
4. Outstanding temporary loans	\$	\$
a. To be paid not included in lines 2 or 3	\$	\$
b. Not reported in December 31 of present year	\$	\$
5. TOTAL FUNDS required (add lines 1, 2, 3, 4a and 4b)	\$	\$
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount	Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)	\$	\$
7. Taxes to be collected, present year (December settlement)	\$	\$
8. Miscellaneous amounts received to be received July 1 of present year to December 31 of incoming year (include on file)	\$	\$
a. Total Column A Budget Form 2	\$	\$
b. Total Column B Budget Form 2	\$	\$
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	\$	\$
10. Total amount to be reported for expenses to December 31 of incoming year (about line 9 minus 10)	\$	\$
<input type="checkbox"/> I want to make my own calculations for this Form 4B		
<input type="checkbox"/> I want to use the Gateway Calculator		
Proposed Tax Rate and Levy	Published Amount	Adopted Amount

11. Operating balance (with excess of expense January 1 to June 30, 2014)

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## Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

Select Fund:

**The selected fund does not currently have data in both published and adopted columns. Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked "Ready to Submit".**

**Net Assessed Value:** \$ 176,100,000

**Click here to enter:**  
From: Amount, Credit, Debit  
Form 2 & Form 4a published amounts


**Click here to enter:**  
From: Amount, Credit, Debit  
Form 2 & Form 4a adopted amounts

**WARNING:** If there is currently no data in this user's Financial Worksheet, Input Worksheet, Form 2 or Form 4a, filing from these forms can result in 2019 4B values and total data. To avoid this, please only use the "Click here to enter" buttons once these related forms are completed.

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount	Adopted Amount
1. Total budget estimate for incoming year	\$ 3,238,386	\$ 0
2. Miscellaneous expenditures: July 1 to December 31 of present year to be made from appropriation unexpended	\$ 1,006,262	\$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ 0	\$ 0
4. Outstanding temporary loans:	\$ 5,852	\$ 0
a. To be paid not included in lines 2 or 3	\$ 0	\$ 0
b. Not reported to December 31 of present year	\$ 0	\$ 0
5. TOTAL FUNDS required (add lines 1, 2, 3, 4a and 4b)	\$ 5,148,514	\$ 0
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount	Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)	\$ 1,376,872	\$ 0
7. Taxes to be collected, present year (December settlement)	\$ 627,417	\$ 0
8. Miscellaneous receipts to be received July 1 of present year to December 31 of incoming year (include on File)	\$ 602,448	\$ 0
a. Total Column A Budget Form 2	\$ 626,765	\$ 0
b. Total Column B Budget Form 2	\$ 0	\$ 0
9. TOTAL FUNDS (add lines 6, 7, 8a and 8b)	\$ 3,544,502	\$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ 1,604,012	\$ 0
<input type="radio"/> I want to make my own calculations for this Form 4B. <input checked="" type="radio"/> I want to use the Gateway Calculator.		
Proposed Tax Rate and Levy	Published Amount	Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less		

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## Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)

☐ I want to make my own calculations for this Form 4B  
☒ I want to use the Gateway Calculator

☒ I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.

**Enter Operating Bal. (FBI line 11)**

**Enter Levy (FBI line 16)**

**Enter Rate (FBI line 17)**

**Enter Operating Bal. (FBI line 11)**


**Enter Levy (FBI line 16)**

**Enter Rate (FBI line 17)**

Proposed Tax Rate and Levy	Published Amount	Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$	\$
NOTE: Enter Lines 13a, 13b and 18 then press "Save" button to calculate this value.		
12. Amount to be raised by tax levy (add lines 10 and 11)	\$	\$
13a. Property Tax Replacement Credit from Local Option Tax	\$	\$
13b. Operating LOIT	\$	\$
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$	\$
15. Levy Excess Fund applied to current budget	\$	\$
16. Net amount to be raised	\$ 1655630	\$
17. Net Tax Rate on each one hundred dollars of taxable property		

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## Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)

\$ 1,500,012

\$ 0

☐ I want to make my own calculations for this Form 4B

☒ I want to use the Gateway Calculator

I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Resource Center is liable for the calculations performed by the Gateway calculator.

☐ Enter Operating Bal. (FBI line 11)

☒ Enter Levy (FBI line 16)

☐ Enter Rate (FBI line 17)

☐ Enter Operating Bal. (FBI line 11)

☐ Enter Levy (FBI line 16)


☐ Enter Rate (FBI line 17)

Proposed Tax Rate and Levy	Published Amount	Adopted Amount
11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$ 55,618	\$ 0
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ 1,555,630	\$ 0
13a. Property Tax Replacement Credit from Local Option Tax	\$ 0	\$ 0
13b. Operating LOIT	\$ 0	\$ 0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ 1,555,630	\$ 0
15. Levy Excess Fund applied to current budget	\$ 0	\$ 0
16. Net amount to be raised	\$ 1,555,630	\$ 0
17. Net Tax Rate on each one hundred dollars of taxable property	0.9296	0.0000

Form values saved at 04:21 PM and 29 seconds. [Save](#)

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## Unit Main Menu

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Department of  
Local Government Finance

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[Unit Main Menu](#)

Selected Unit: 0417 Portland Civil City, Jay Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks

Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, debts, debts by fund and rev. codes.

View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.

County Council Review Worksheet

View and edit the County Council Review Worksheet for the selected unit.

Submit Proof of Publication and Signed Form 4

View, upload and submit budget-related documents to DLGF.


Optional Flat File Upload

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

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## County Council Review Worksheet

Portland Civil City, Jay County  
County Council Review Worksheet  
Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

	2012 Pay 2013	2013 Pay 2014
State Growth Quotient	2.63	0.88
County Growth Quotient	1.48	0.88

[Copy All Fund Data From Fund 00](#)

### CNAV


Fund Code	Fund Name	2012 pay 2013 Certified M&V	2013 pay 2014 Certified M&V Estimate	Mtr % Change	Action
0061	RAINY DAY	\$207,789,860	\$	--%	<a href="#">Edit</a>
0101	GENERAL	\$207,789,860	\$	--%	<a href="#">Edit</a>
0181	DEBT PAYMENT	\$207,789,860	\$	--%	<a href="#">Edit</a>
0706	LOCAL ROAD & STREET	\$207,789,860	\$	--%	<a href="#">Edit</a>
0708	MOTOR VEHICLE HIGHWAY	\$207,789,860	\$	--%	<a href="#">Edit</a>
1001	CIVIC CENTER	\$207,789,860	\$	--%	<a href="#">Edit</a>
1301	PARK & RECREATION	\$207,789,860	\$	--%	<a href="#">Edit</a>

[Budget](#) • [Levy](#) • [Rate](#)

Fund Code	Fund Name	2012 Certified Budget	2014 Proposed Budget	% Change 2012-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$	\$	--%	--%	--%	<a href="#">Edit</a>
0101	GENERAL	\$	\$	--%	--%	--%	<a href="#">Edit</a>
0181	DEBT PAYMENT	\$	\$	--%	--%	--%	<a href="#">Edit</a>
0706	LOCAL ROAD & STREET	\$	\$	--%	--%	--%	<a href="#">Edit</a>
0708	MOTOR VEHICLE HIGHWAY	\$	\$	--%	--%	--%	<a href="#">Edit</a>
1001	CIVIC CENTER	\$	\$	--%	--%	--%	<a href="#">Edit</a>
1301	PARK & RECREATION	\$	\$	--%	--%	--%	<a href="#">Edit</a>

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## County Council Review Worksheet

Portland Civil City, Jay County  
County Council Review Worksheet  
Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

	2012 Pay 2013	2013 Pay 2014
State Growth Quotient	2.63	0.88
County Growth Quotient	1.48	0.88

[Copy All Fund Data From Fund 00](#)

### CNAV


Fund Code	Fund Name	2012 pay 2013 Certified M&V	2013 pay 2014 Certified M&V Estimate	Mtr % Change	Action
0061	RAINY DAY	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
0101	GENERAL	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
0181	DEBT PAYMENT	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
0706	LOCAL ROAD & STREET	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
0708	MOTOR VEHICLE HIGHWAY	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
1001	CIVIC CENTER	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>
1301	PARK & RECREATION	\$207,789,860	\$178,100,000	-14.28%	<a href="#">Edit</a>

[Budget](#) • [Levy](#) • [Rate](#)

Fund Code	Fund Name	2012 Certified Budget	2014 Proposed Budget	% Change 2012-2014	Difference - State Growth Quotient	Difference - County Growth Quotient	Action
0061	RAINY DAY	\$100,000	\$100,000	0.00%	0.00%	0.00%	<a href="#">Edit</a>
0101	GENERAL	\$3,115,654	\$3,239,398	2.79%	2.79%	2.79%	<a href="#">Edit</a>
0181	DEBT PAYMENT	\$106,828	\$106,828	0.00%	0.00%	0.00%	<a href="#">Edit</a>
0706	LOCAL ROAD & STREET	\$35,189	\$34,647	-1.56%	-1.56%	-1.56%	<a href="#">Edit</a>
0708	MOTOR VEHICLE HIGHWAY	\$1,048,654	\$1,037,528	-1.07%	-1.07%	-1.07%	<a href="#">Edit</a>
1001	CIVIC CENTER	\$18,250	\$18,250	0.00%	0.00%	0.00%	<a href="#">Edit</a>
1301	PARK & RECREATION	\$294,800	\$267,910	-9.12%	-9.12%	-9.12%	<a href="#">Edit</a>

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Slide 47



## County Council Review Worksheet

Portland Civil City, Jay County  
County Council Review Worksheet  
Budget Year 2014

The County Council Review Worksheet is **SUBMITTED** for Portland Civil City

State Growth Quotient	2012 Pay 2013	2013 Pay 2014
	2.63	0.00
County Growth Quotient	1.40	0.00

[Copy All Fund Data From Form 46](#)

		Budget	Levy	Rate				
Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change 2013-2014	Difference State Growth Quotient	Difference County Growth Quotient	Action	
0001	RAINY DAY	\$100,000	\$100,000	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
0101	GENERAL	\$3,115,654	\$3,230,398	2.79%	2.79%	2.79%	<a href="#">Edit</a>	
0101	DEBT PAYMENT	\$106,828	\$106,828	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
0706	LOCAL ROAD & STREET	\$35,189	\$34,647	-1.56%	-1.56%	-1.56%	<a href="#">Edit</a>	
0708	MOTOR VEHICLE HIGHWAY	\$1,048,654	\$1,037,528	-1.07%	-1.07%	-1.07%	<a href="#">Edit</a>	
1001	CIVIC CENTER	\$18,250	\$18,250	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
1301	PARK & RECREATION	\$294,800	\$267,910	-9.12%	-9.12%	-9.12%	<a href="#">Edit</a>	

**Form Signature**

NAME  
Gavin Rossdale

TITLE  
Clerk-Treasurer


SIGNATURE/PIR

DATE

[SIGN AND SUBMIT FORM](#)

I hereby acknowledge that the submission of this document through the Gateway process and PIR system constitutes an "electronic signature" as defined in IC 8-24-2.2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purpose as would my handwritten signature in the same document. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can not be used for any legal purpose. I affirm that I have the real and apparent authority to electronically sign and submit the document on behalf of the unit.

Slide 48



## County Council Review Worksheet

Portland Civil City, Jay County  
County Council Review Worksheet  
Budget Year 2014

The County Council Review Worksheet is **SUBMITTED** for Portland Civil City

State Growth Quotient	2012 Pay 2013	2013 Pay 2014
	2.63	0.00
County Growth Quotient	1.40	0.00

[Copy All Fund Data From Form 46](#)

		Budget	Levy	Rate				
Fund Code	Fund Name	2013 Certified Budget	2014 Proposed Budget	% Change 2013-2014	Difference State Growth Quotient	Difference County Growth Quotient	Action	
0001	RAINY DAY	\$100,000	\$100,000	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
0101	GENERAL	\$3,115,654	\$3,230,398	2.79%	2.79%	2.79%	<a href="#">Edit</a>	
0101	DEBT PAYMENT	\$106,828	\$106,828	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
0706	LOCAL ROAD & STREET	\$35,189	\$34,647	-1.56%	-1.56%	-1.56%	<a href="#">Edit</a>	
0708	MOTOR VEHICLE HIGHWAY	\$1,048,654	\$1,037,528	-1.07%	-1.07%	-1.07%	<a href="#">Edit</a>	
1001	CIVIC CENTER	\$18,250	\$18,250	0.00%	0.00%	0.00%	<a href="#">Edit</a>	
1301	PARK & RECREATION	\$294,800	\$267,910	-9.12%	-9.12%	-9.12%	<a href="#">Edit</a>	

**Form Signature**

NAME  
Gavin Rossdale

TITLE  
Clerk-Treasurer

SIGNATURE/PIR

DATE  
5/31/2013 3:28:39 PM

[SIGN AND SUBMIT FORM](#)

I hereby acknowledge that the submission of this document through the Gateway process and PIR system constitutes an "electronic signature" as defined in IC 8-24-2.2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purpose as would my handwritten signature in the same document. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can not be used for any legal purpose. I affirm that I have the real and apparent authority to electronically sign and submit the document on behalf of the unit.



Slide 49



## Budget Form Menu

INDIANA  
Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Selected Unit: Unit Menu Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Click to edit form

Not Ready to Submit


Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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Slide 50



## Form 3: Notice to Taxpayers

**NOTICE TO TAXPAYERS**

Complete details of budget estimates by fiscal year and/or department may be seen by visiting the office of the government at [the Unit Office Location](#). The political subdivision or appropriate fiscal body shall publish this notice before its adoption in accordance with IC 5-3-3-1 with the first publication at least ten days before the date for the public hearing and the second publication at least three days before the date for the public hearing.

Notice to Taxpayers shall be prepared by [Public Hearing](#) and the proper officer of [the Unit Office Location](#) will conduct a public hearing on the year 2014 budget. Following this meeting, any law or more taxpayers may object to a budget, tax rate, or law by filing an objection petition with the proper officer of [the Unit Office Location](#) no more than seven days after the hearing. The objection petition must identify the provision of the budget, tax rate, or law to which taxpayers object. If a petition is filed, [the Unit Office Location](#) shall advise with the budget a finding concerning the objections in the petition and determine whether to adopt the budget.

[Fill in Hearing Info](#)


Date of Public Hearing	<a href="#">the Public Hearing Date Entered</a>	Date of Adoption Hearing	<a href="#">the Adoption Hearing Date Entered</a>
Time of Public Hearing	<a href="#">the Public Hearing Time Entered</a>	Time of Adoption Hearing	<a href="#">the Adoption Hearing Time Entered</a>
Public Hearing Place	<a href="#">the Public Hearing Location Entered</a>	Adoption Hearing Place	<a href="#">the Adoption Hearing Location Entered</a>

[Estimated Old Tax Levy](#) [the Estimated Old Tax Levy Entered](#)

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Available to be Raised (Excluding interests and service charges from maximum levy institutions)	4 Maximum Levy Amount (Excluded in Column 3)	5 Current Tax Levy
0001-RAINFY DAY	<a href="#">Click Here to Insert From the published amounts</a>	<a href="#">Click Here to Insert From the published amounts</a>		0
0101-GENERAL	\$ 0	\$ 0	\$ 0	1,029,128
0101-DEBT PAYMENT	\$ 0	\$ 0	\$ 0	0
0101-LOCAL ROAD & STREET	\$ 0	\$ 0	\$ 0	0
0101-MOTOR VEHICLE HIGHWAY	\$ 0	\$ 0	\$ 0	699,636
1001-CHAM CENTER	\$ 0	\$ 0	\$ 0	0
1301-PARK & RECREATION	\$ 0	\$ 0	\$ 0	194,076
Total	Total \$ 0	Total \$ 0	Total \$ 0	Total \$ 2,423,840

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## Form 3: Notice to Taxpayers

RECEIVED BY: DEPT. OF LOCAL GOVERNMENT FINANCE  
FORM APPROVED BY: STATE BOARD OF ACCOUNTS

NOTICE TO TAXPAYERS

Complete details of budget estimates for first order department may be seen by visiting the office of this unit of government at [321 N. Meridian Street, Portland](#). The public audience or appropriate local body shall publish the notice here to accordance with IC 5-2-1 with the first publication at least three days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.


Notice is hereby given to taxpayers of [Portland, Clatsop County, Oregon](#) that the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget.

Office Location: 321 N. Meridian Street  
Adopting Unit Name: 100  
Public Hearing Info: 321 N. Meridian Street, F  
Hearing Location: 321 N. Meridian Street, F  
Hearing Date: 08/04/2013  
Hearing Time: 7:00 PM  
Adoption Meeting Info: 321 N. Meridian Street, F  
Meeting Location: 321 N. Meridian Street, F  
Meeting Date: 10/01/2013  
Meeting Time: 7:00 PM  
Estimated Unit Max Levy: \$ 2644922

Cancel Update Record

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## Form 3: Notice to Taxpayers

NOTICE TO TAXPAYERS

Complete details of budget estimates for first order department may be seen by visiting the office of this unit of government at [321 N. Meridian Street, Portland](#). The public audience or appropriate local body shall publish the notice here to accordance with IC 5-2-1 with the first publication at least three days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of [Portland, Clatsop County, Oregon](#) that the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget. Following the proper officers of [Portland, Clatsop County, Oregon](#) will conduct a public hearing on the year 2013 budget.

Office Location: 321 N. Meridian Street  
Adopting Unit Name: 100  
Public Hearing Info: 321 N. Meridian Street, F  
Hearing Location: 321 N. Meridian Street, F  
Hearing Date: 08/04/2013  
Hearing Time: 7:00 PM  
Adoption Meeting Info: 321 N. Meridian Street, F  
Meeting Location: 321 N. Meridian Street, F  
Meeting Date: 10/01/2013  
Meeting Time: 7:00 PM  
Estimated Unit Max Levy: \$ 2644922

Cancel Update Record

1	2	3	4	5
Fund Name	Budget Estimate	Maximum Estimated Funds to be Raised (Excluding appeals and Reserve Withdrawal from maximum levy limitations)	Maximum Levy Amount (Excluded in Column 3)	Current Tax Levy
0001-RAVARY DAY	\$ 100,000	\$ 0	\$ 0	0
0101-GENERAL	\$ 1,229,380	\$ 1,655,630	\$ 0	1,529,126
0101-DEBT PAYMENT	\$ 106,628	\$ 0	\$ 0	0
0106-LOCAL ROAD & STREET	\$ 34,647	\$ 0	\$ 0	0
0108-MOTOR VEHICLE REGISTRY	\$ 1,037,528	\$ 700,018	\$ 0	699,635
0301-CINIC CENTER	\$ 10,250	\$ 0	\$ 0	0
1301-PARK & RECREATION	\$ 267,910	\$ 194,081	\$ 0	194,074
Total	Total \$ 2,806,343	Total \$ 2,549,729	Total \$ 0	Total \$ 2,423,835

Form values saved at 03:47 PM and 08 seconds. Save

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Slide 53



The screenshot shows the 'Budget Form Menu' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the Gateway logo. The main content area is titled 'Select from Available Forms' and lists several forms: 'Error Prevention Report', 'Current Year Financial Worksheet: Additional Calculations for Form 4B', 'Debt Worksheet', 'Form 1: Budget Estimate', 'Form 2: Estimate of Miscellaneous Revenues', 'Form 3: Notice to Taxpayers', 'Form 4: Ordinance / Resolution of Appropriations and Tax Rates', 'Form 4A: Budget Report', and 'Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate'. Each form has a 'Click to edit form' button and a 'Not Ready to Submit' warning.

3

Slide 54




The screenshot shows the 'Error Prevention Report' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the Gateway logo. The main content area is titled 'Error Prevention Report' and contains a table of errors. The table has four columns: 'Form / Error #', 'Error', 'Details', and 'Funds Affected'. The errors listed are: 'County Council Review Worksheet is not submitted', 'Line 9 does not equal Line 2, published column, Form 4B', 'Line 13 does not equal Line 4a, published column, Form 4B', and 'Line 15 does not equal Line 15 "June 30 Cash Balance, including investments" on the Current Year Financial Worksheet'.

Form / Error #	Error	Details	Funds Affected
CCRW / 23	County Council Review Worksheet is not submitted	The County Council Review Worksheet is not submitted. This form must be submitted through Gateway for non-binding review by September 1.	No Fund Detail
CYFW / 24	Line 9 does not equal Line 2, published column, Form 4B	Line 9 "Estimated Current Year Expenditures July through December" on the Current Year Financial Worksheet does not equal Line 2 "Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
CYFW / 25	Line 13 does not equal Line 4a, published column, Form 4B	Line 13 "Temporary loans not included in lines 2 or 3" on the Current Year Financial Worksheet does not equal Line 4a "Outstanding temporary loans to be paid not included in lines 2 or 3" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
	Line 15 does not equal	Line 15 "June 30 Cash Balance, including investments" on the Current Year Financial	

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## Error Prevention Report

**Error Prevention Report**

This page is currently in development and not yet available for use.

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from this list. This tool will not find all possible mistakes, but is designed to catch the most common ones. For assistance resolving these issues, please contact the DLGP at [gateway@dlgp.in.gov](mailto:gateway@dlgp.in.gov) or 317-232-3777.

Some errors will appear if the forms are not yet complete.

[Run Error Audit](#)

Form / Error #	Error	Details	Funds Affected
CCRW / 23	County Council Review Worksheet is not submitted.	The County Council Review Worksheet is not submitted. This form must be submitted through Gateway for non-binding review by September 1.	No Fund Detail
CYFW / 24	Line 9 does not equal Line 2, published column, Form 4B.	<b>Funds with Errors:</b> 7101: GENERAL   CYFW Line 9: 1850287.00   Form 4B Published: 1899260.0000	<a href="#">View Fund(s) affected</a>
CYFW / 25	Line 13 does not equal Line 4a, published column, Form 4B.	Line 13 "Temporary loans not included in lines 2 or 3" on the Current Year Financial Worksheet does not equal Line 4a "Outstanding temporary loans to be paid not included in lines 2 or 3" on the published column of the Form 4B. Please check the following funds.	<a href="#">View Fund(s) affected</a>
CYFW / 26	Line 15 does not equal Line 6, published column.	Line 15 "June 30 Cash Balance, including investments" on the Current Year Financial Worksheet does not equal Line 6 "Total cash balance - June 30 of present year including investments" on the published column of the Form 4B. Please check the following funds.	<a href="#">View Fund(s) affected</a>

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## Error Prevention Report

**Gateway**  
for government units

INDIANA  
An Information for Indiana Data Site

[Select Unit](#) • [Unit Main Menu](#) • [Budget Form Menu](#) • **Error Prevention Report**

Selected Year: 2014 | Selected Unit: Jay County - 8417 Portland Civil City, Jay Co.

Selected Year: 2014  
Selected County: 38 - Jay County  
Selected Unit: Portland Civil City

[Click Here for Print/View Options for entire unit](#)

**Error Prevention Report**

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from this list. This tool will not find all possible mistakes, but is designed to catch the most common ones. For assistance resolving these issues, please contact the DLGP at [gateway@dlgp.in.gov](mailto:gateway@dlgp.in.gov) or 317-232-3777.

Some errors will appear if the forms are not yet complete.

[Run Error Audit](#)

Form / Error #	Error	Details	Funds Affected
CCRW / 23	County Council Review Worksheet is not submitted.	The County Council Review Worksheet is not submitted. This form must be submitted through Gateway for non-binding review by September 1.	No Fund Detail
CYFW / 24	Line 9 does not equal Line 2, published column, Form 4B.	Line 9 "Estimated Current Year Expenditures July through December" on the Current Year Financial Worksheet does not equal Line 2 "Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended" on the published column of the Form 4B. Please check the following funds.	<a href="#">View Fund(s) affected</a>
CYFW / 25	Line 13 does not equal Line 4a, published column, Form 4B.	Line 13 "Temporary loans not included in lines 2 or 3" on the Current Year Financial Worksheet does not equal Line 4a "Outstanding temporary loans to be paid not included in lines 2 or 3" on the published column of the Form 4B. Please check the following funds.	<a href="#">View Fund(s) affected</a>
CYFW / 26	Line 15 does not equal Line 6, published column.	Line 15 "June 30 Cash Balance, including investments" on the Current Year Financial Worksheet does not equal Line 6 "Total cash balance - June 30 of present year including investments" on the published column of the Form 4B. Please check the following funds.	<a href="#">View Fund(s) affected</a>

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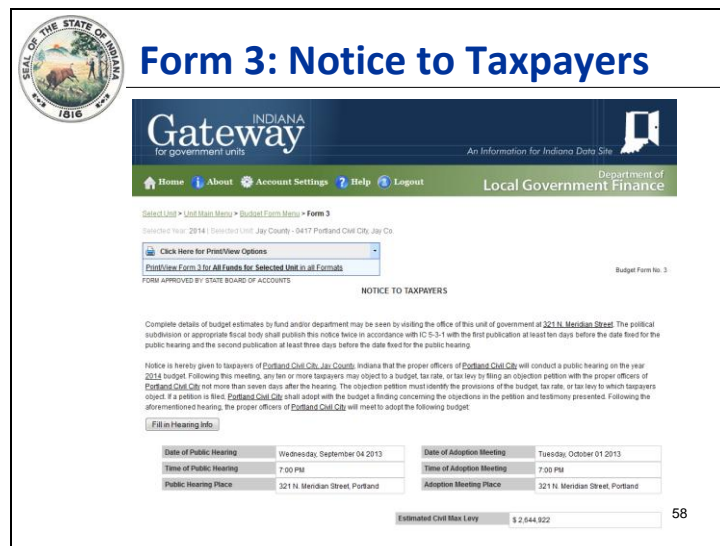
Slide 57



The screenshot shows the 'Budget Form Menu' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the text 'Gateway for government units'. The navigation bar contains links for Home, About, Account Settings, Help, and Logout. The main content area is titled 'Select from Available Forms' and lists several forms: 'Current Year Financial Worksheet: Additional Calculations for Form 4B', 'Debt Worksheet', 'Form 1: Budget Estimate', 'Form 2: Estimate of Miscellaneous Revenues', 'Form 3: Notice to Taxpayers', 'Form 4: Ordinance / Resolution of Appropriations and Tax Rates', 'Form 4A: Budget Report', and 'Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate'. Each form is accompanied by a yellow warning icon. A link for 'Error Prevention Report' is also visible.

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Slide 58




The screenshot shows the 'Form 3: Notice to Taxpayers' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the text 'Gateway for government units'. The navigation bar contains links for Home, About, Account Settings, Help, and Logout. The main content area is titled 'NOTICE TO TAXPAYERS' and contains a public hearing notice for the year 2014. The notice includes details about the public hearing, the date of adoption, and the estimated maximum levy. A table at the bottom provides the following information:

Date of Public Hearing	Time of Public Hearing	Public Hearing Place	Date of Adoption Meeting	Time of Adoption Meeting	Adoption Meeting Place
Wednesday, September 04 2013	7:00 PM	321 N. Meridian Street, Portland	Tuesday, October 01 2013	7:00 PM	321 N. Meridian Street, Portland

Estimated Child Max Levy: \$ 2,644,922

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## Exporting/Printing the Form 3

1 of 1

Find | Next

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

Form No. 3 (Rev. 2013)

**NOTICE TO TAXPAYERS**

Complete details of budget estimates by fund and/or department may be at 321 N. Meridian Street. The political subdivision or appropriate fiscal body with IC 5-3-1 with the first publication at least ten days before the date fixed at least three days before the date fixed for the public hearing.


Notice is hereby given to taxpayers of **PORTLAND CIVIL CITY, Jay County, Indiana** that the proper officers of **Portland Civil City** will conduct a public hearing on the year **2014** budget. Following this meeting, any ten or more taxpayer(s) object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Portland Civil City** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Portland Civil City** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Portland Civil City** will meet to adopt the following budget.

Public Hearing Date	Wednesday, September 04, 2013	Adoption Meeting Date	Tuesday, October 01, 2013
Public Hearing Time	7:00 PM	Adoption Meeting Time	7:00 PM
Public Hearing Location	321 N. Meridian Street, Portland	Adoption Meeting Location	321 N. Meridian Street, Portland

Estimated Civil Max Levy \$2,944,922

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$100,000	\$0	\$0	\$0
0101-GENERAL	\$3,239,398	\$1,655,630	\$0	\$1,529,126
0181-DEBT PAYMENT	\$106,828	\$0	\$0	\$0

Slide 60



## Exporting/Printing the Form 3

Form No. 3 (Rev. 2013)

Find | Next

XML file with report data  
CSV (comma delimited)  
PDF  
MHTML (web archive)  
Excel  
TIFF file  
Word

Form No. 3 (Rev. 2013)

**NOTICE TO TAXPAYERS**

Complete details of budget estimates by fund and/or department may be at 321 N. Meridian Street. The political subdivision or appropriate fiscal body with IC 5-3-1 with the first publication at least ten days before the date fixed at least three days before the date fixed for the public hearing and the second publication at least 30 days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of **PORTLAND CIVIL CITY, Jay County, Indiana** that the proper officers of **Portland Civil City** will conduct a public hearing on the year **2014** budget. Following this meeting, any ten or more taxpayer(s) object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Portland Civil City** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Portland Civil City** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Portland Civil City** will meet to adopt the following budget.

Public Hearing Date	Wednesday, September 04, 2013	Adoption Meeting Date	Tuesday, October 01, 2013
Public Hearing Time	7:00 PM	Adoption Meeting Time	7:00 PM
Public Hearing Location	321 N. Meridian Street, Portland	Adoption Meeting Location	321 N. Meridian Street, Portland

Estimated Civil Max Levy \$2,944,922

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$100,000	\$0	\$0	\$0
0101-GENERAL	\$3,239,398	\$1,655,630	\$0	\$1,529,126
0181-DEBT PAYMENT	\$106,828	\$0	\$0	\$0

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## Budget Form Menu

INDIANA  
Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Selected Unit: Unit Main Menu Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Error Prevention Report  
Click to review estimate errors

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Click to edit form

Click to submit completed form to DLGF


Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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Slide 62



## Budget Form Menu

INDIANA  
Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Selected Unit: Unit Main Menu Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

Error Prevention Report  
Click to review estimate errors

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Click to edit form

Not Ready to Submit

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers


Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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## Form 1: Budget Estimate

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) Department of Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 1**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

[Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts BUDGET ESTIMATE FOR Budget Form No. 1

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

Click the arrow to copy ALL  
Published Amounts for this Fund [COPY](#)

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	Debt Service
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
	Operating Supplies	222	Gas	\$ 4,100	\$ 4,100
	Operating Supplies	235	Pool Supplies	\$ 2,230	\$ 2,230
	Office Supplies	236	Paper	\$ 440	\$ 440
	Other Supplies	237	Misc. Supplies	\$ 140	\$ 140
	Office Supplies				
<b>TOTALS BY CATEGORY</b>				<b>total \$ 6,910</b>	<b>total \$ 6,910</b>
<b>TOTALS BY DEPT BY FUND</b>				<b>total \$ 267,910</b>	<b>total \$ 267,910</b>
<b>TOTALS BY FUND</b>				<b>total \$ 267,910</b>	<b>total \$ 267,910</b>
<b>TOTALS BY UNIT</b>				<b>total \$ 4,804,581</b>	<b>total \$ 267,910</b>

Form values saved at 04:05 PM and 56 seconds. [SAVE](#)

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## Budget Form Menu

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) Department of Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Budget Form Menu**

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report


[Click to edit form](#) Not Ready to Submit

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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## Form 4A: Budget Report

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) Department of Local Government Finance

Select Unit: [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 4A**  
Selected Year: 2014 | Selected Unit: Jay County - 8417 Portland Civil City, Jay Co.  
[Click Here for Print/View Options](#)

**Budget Report**

Select Fund:  
1301 - PARK & RECREATION

Select Department:  
0000 NO DEPARTMENT

Click the arrow to insert ALL Unit Amounts from Form 1

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts


	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$ 85,000	\$ 0
20000 SUPPLIES	\$ 6,310	\$ 0
30000 OTHER SERVICES AND CHARGES	\$ 82,500	\$ 0
40000 CAPITAL OUTLAY	\$ 93,000	\$ 0
60000 DEBT SERVICE	\$ 0	\$ 0
9999 TOTAL	\$ 267,810	\$ 0

**Totals by Fund**  
Published Amount Total: \$ 267,810    Adopted Amount Total: \$ 0

**Totals by Unit**  
Published Amount Total: \$ 267,810    Adopted Amount Total: \$ 0

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Slide 66



## Form 4A: Budget Report

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) Department of Local Government Finance

Select Unit: [Unit Main Menu](#) • [Budget Form Menu](#) • **Form 4A**  
Selected Year: 2014 | Selected Unit: Jay County - 8417 Portland Civil City, Jay Co.  
[Click Here for Print/View Options](#)

**Budget Report**

Select Fund:  
0051 - RAINY DAY

Select Department:  
0000 NO DEPARTMENT

Click the arrow to insert ALL Unit Amounts from Form 1

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert Form 1 published amounts

Click Here to Insert Form 1 adopted amounts

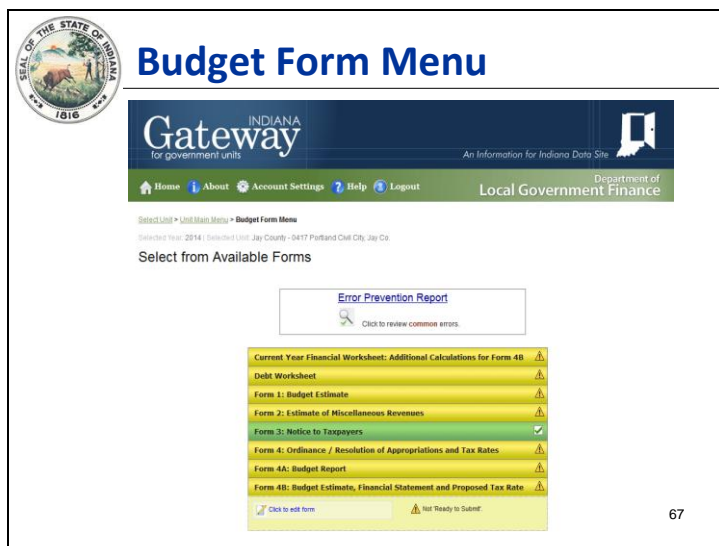
	Published Amount	Adopted Amount
10000 PERSONAL SERVICES	\$ 100,000	\$ 100,000
20000 SUPPLIES	\$ 0	\$ 0
30000 OTHER SERVICES AND CHARGES	\$ 0	\$ 0
40000 CAPITAL OUTLAY	\$ 0	\$ 0
60000 DEBT SERVICE	\$ 0	\$ 0
9999 TOTAL	\$ 100,000	\$ 100,000

**Totals by Fund**  
Published Amount Total: \$ 100,000    Adopted Amount Total: \$ 100,000

**Totals by Unit**  
Published Amount Total: \$ 100,000    Adopted Amount Total: \$ 100,000

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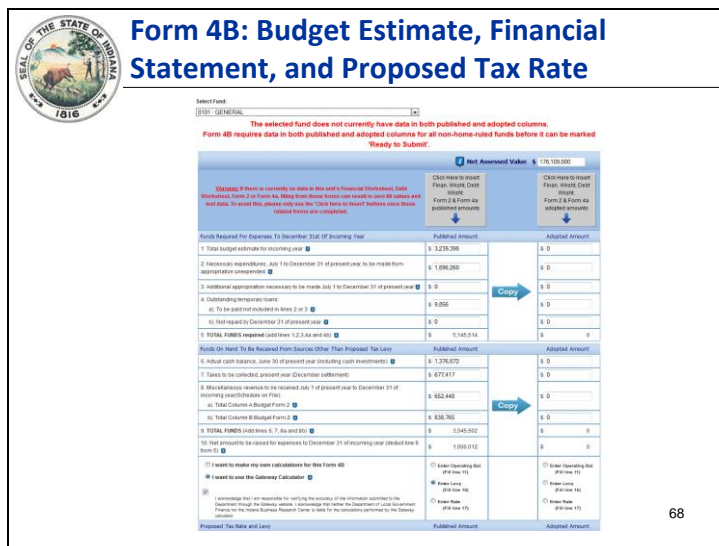
Slide 67



The screenshot shows the 'Budget Form Menu' on the Indiana Gateway website. The header includes the Indiana State Seal and the text 'Gateway for government units'. Below the header, there are navigation links: Home, About, Account Settings, Help, and Logout. The main content area is titled 'Select from Available Forms' and lists several forms with status indicators (green for ready, yellow for not ready). The forms listed are: Current Year Financial Worksheet: Additional Calculations for Form 4B, Debt Worksheet, Form 1: Budget Estimate, Form 2: Estimate of Miscellaneous Revenues, Form 3: Notice to Taxpayers, Form 4: Ordinance / Resolution of Appropriations and Tax Rates, Form 4A: Budget Report, and Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate. A 'Click to edit form' link is at the bottom left, and a 'Not Ready to Submit' indicator is at the bottom right.

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The screenshot shows the 'Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate' on the Indiana Gateway website. The form is divided into two main sections: 'Funds Required For Expenses' and 'Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy'. Each section has a table with columns for 'Published Amount' and 'Adjusted Amount'. The 'Funds Required For Expenses' section includes items 1 through 5, and the 'Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy' section includes items 6 through 10. The form also includes a 'Total' row for each section. At the bottom, there are checkboxes for 'I want to make my own calculations for this Form 4B' and 'I want to use the Gateway Calculator'. The 'Gateway Calculator' option is selected. The 'Proposed Tax Rate and Levy' section is at the bottom right, with fields for 'Proposed Tax Rate' and 'Proposed Levy'.

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Slide 70

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## Form 4: Ordinance/Resolution for Appropriations and Tax Rates

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES **7**  
Ordinance / Resolution Number: 10012013  
Emergency / Amendment Number:

**This Form is Invalid until all form values have been entered.**

Be it ordained / resolved by the [Seal of the State of Indiana](#) that for the expenses of [Indiana](#) for the year ending December 31, 2013 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of [Indiana](#), the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval to the [Seal of the State of Indiana](#).

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption

[Enter Information into Paragraph Above](#)

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0001	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$3,238,398	\$1,055,630	0.3296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018	0.3930
1301	PARK & RECREATION	\$267,810	\$194,081	0.1090
1801	CIVIC CENTER	\$18,250	\$0	0.0000
0181	DEBT PAYMENT	\$108,828	\$76,185	0.0428


**This Form is Invalid until at least one name for signature has been entered.**

Name	Signature
<a href="#">+ ADD</a>	

Name	Title	Signature

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## Form 4: Ordinance/Resolution for Appropriations and Tax Rates

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES **7**  
Ordinance / Resolution Number: 10012013  
Emergency / Amendment Number:

**This Form is Invalid until all form values have been entered.**

Be it ordained / resolved by the [Seal of the State of Indiana](#) that for the expenses of [Indiana](#) for the year ending December 31, 2013 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of [Indiana](#), the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval to the [Seal of the State of Indiana](#).

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption

[Enter Information into Paragraph Above](#)


Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0001	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$3,238,398	\$1,055,630	0.3296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018	0.3930
1301	PARK & RECREATION	\$267,810	\$194,081	0.1090
1801	CIVIC CENTER	\$18,250	\$0	0.0000
0181	DEBT PAYMENT	\$108,828	\$76,185	0.0428

**This Form is Invalid until at least one name for signature has been entered.**

Name	Signature
<a href="#">+ ADD</a>	

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## Form 4: Ordinance/Resolution for Appropriations and Tax Rates

Be it ordained / resolved by the Common Council of The City of Portland that for the expenses of Portland, Clatsop, Clatsop for the year ending December 31, 2014 the sums herein specified are hereby appropriated and interest set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Portland, Clatsop, Clatsop, the property tax levies and property tax rates as herein specified are included herewith. Budget Form 4-6 for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Common Council and Mayor.

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption
Common Council of the City of Portland	Common Council and Mayor	10/1/2013

Enter information into Paragraph Above

Fund Code	Fund Name	Adopted Budget	Adjusted Tax Levy	Adjusted Tax Rate
0061	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$3,239,398	\$1,655,630	0.9296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018	0.3930
1301	PARK & RECREATION	\$267,910	\$194,081	0.1090
1901	CIVIC CENTER	\$18,250	\$0	0.0000
0181	DEBT PAYMENT	\$106,828	\$76,195	0.0428


Edit	Delete	Name	Yes	No	Abstain	Signature
		Steve McQueen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Judy Garland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Rod Seeling				

ATTEST

Name	Title	Signature

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## Form 4: Ordinance/Resolution for Appropriations and Tax Rates

0101	GENERAL	\$3,239,398	\$1,655,630	0.9296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018	0.3930
1301	PARK & RECREATION	\$267,910	\$194,081	0.1090
1901	CIVIC CENTER	\$18,250	\$0	0.0000
0181	DEBT PAYMENT	\$106,828	\$76,195	0.0428

Edit	Delete	Name	Yes	No	Abstain	Signature
		Steve McQueen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Judy Garland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Rod Seeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ATTEST

Name	Title	Signature
Reed Fox	Clerk-Treasurer	

MAYOR ACTION (For City use only)


Name	Approve	Veto	Signature	Date
Roger Moore	<input type="checkbox"/>	<input type="checkbox"/>		10/1/2013

☒ Ready to Submit

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

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Slide 75



The screenshot shows the 'Budget Form Menu' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the Gateway logo. The main content area is titled 'Select from Available Forms' and lists several forms with status indicators. The forms listed are: Error Prevention Report (with a magnifying glass icon), Current Year Financial Worksheet: Additional Calculations for Form 4B (with a warning icon), Debt Worksheet (with a warning icon), Form 1: Budget Estimate (with a warning icon), Form 2: Estimate of Miscellaneous Revenues (with a warning icon), Form 3: Notice to Taxpayers (with a checkmark icon), Form 4: Ordinance / Resolution of Appropriations and Tax Rates (with a warning icon), Form 4A: Budget Report (with a warning icon), and Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate (with a warning icon).

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The screenshot shows the 'Error Prevention Report' page on the Indiana Gateway website. The page header includes the Indiana State Seal and the Gateway logo. The main content area is titled 'Error Prevention Report' and contains a message about the purpose of the report. Below the message is a table with columns: Form / Error #, Error, Details, and Funds Affected. The table lists three errors: CCRW / 23 (County Council Review Worksheet is not submitted), CYFW / 24 (Line 9 does not equal Line 2, published column, Form 4B), and CYFW / 26 (Line 13 does not equal Line 4a, published column, Form 4B). Each error has a 'Details' column and a 'Funds Affected' column. The 'Funds Affected' column for the first error is 'No Fund Detail', and for the other two, it is '1 fund(s) affected'.

Form / Error #	Error	Details	Funds Affected
CCRW / 23	County Council Review Worksheet is not submitted.	The County Council Review Worksheet is not submitted. This form must be submitted through Gateway for non-binding review by September 1.	No Fund Detail
CYFW / 24	Line 9 does not equal Line 2, published column, Form 4B.	Line 9 "Estimated Current Year Expenditures July through December" on the Current Year Financial Worksheet does not equal Line 2 "Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
CYFW / 26	Line 13 does not equal Line 4a, published column, Form 4B.	Line 13 "Temporary loans not included in lines 2 or 3" on the Current Year Financial Worksheet does not equal Line 4a "Outstanding temporary loans to be paid not included in lines 2 or 3" on the published column of the Form 4B. Please check the following funds.	1 fund(s) affected
	Line 15 does not equal	Line 15 "June 30 Cash Balance, including investments" on the Current Year Financial	

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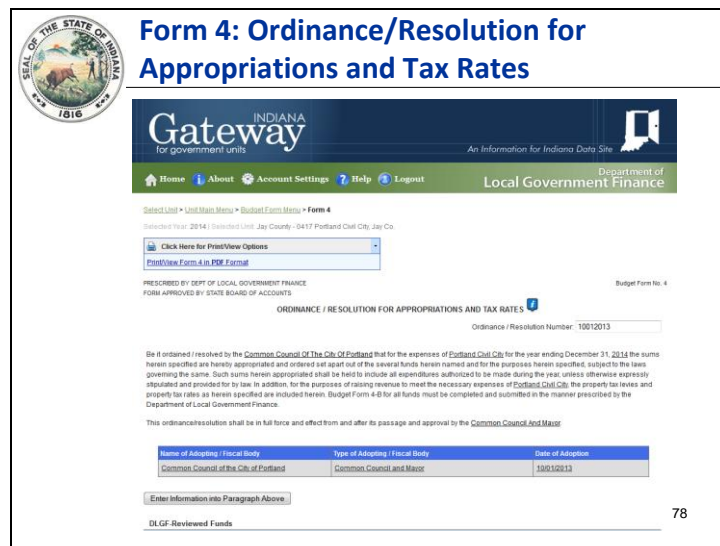


The screenshot shows the 'Budget Form Menu' on the Indiana Gateway website. The header includes the Indiana State Seal and the text 'INDIANA Gateway for government units'. A navigation bar contains links for Home, About, Account Settings, Help, and Logout. The breadcrumb trail reads: 'Selected Unit: Unit Menu > Budget Form Menu'. Below this, it says 'Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland City, Jay Co.' and 'Select from Available Forms'. A list of forms is displayed, each with a status icon (triangle with exclamation mark or checkmark):

- Current Year Financial Worksheet: Additional Calculations for Form 4B (Warning icon)
- Debt Worksheet (Warning icon)
- Form 1: Budget Estimate (Warning icon)
- Form 2: Estimate of Miscellaneous Revenues (Warning icon)
- Form 3: Notice to Taxpayers (Checkmark icon)
- Form 4: Ordinance / Resolution of Appropriations and Tax Rates (Warning icon)
- Form 4A: Budget Report (Warning icon)
- Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate (Warning icon)


At the bottom right of the slide, the number '77' is visible.

Slide 78



The screenshot shows 'Form 4: Ordinance/Resolution for Appropriations and Tax Rates' on the Indiana Gateway website. The header is identical to Slide 77. The breadcrumb trail reads: 'Selected Unit: Unit Menu > Budget Form Menu > Form 4'. It shows 'Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland City, Jay Co.' and a button 'Click Here for Print/View Options'. Below this is a section 'PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE' and 'FORM APPROVED BY STATE BOARD OF ACCOUNTS'. The title 'ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES' is followed by a field for 'Ordinance / Resolution Number: 10012013'. The main body of the form contains a paragraph starting with 'Be it ordained / resolved by the Common Council of The City of Portland that for the expenses of Portland City for the year ending December 31, 2014 the sums herein specified are hereby appropriated...'. Below this is a table with three columns: 'Name of Adopting / Fiscal Body', 'Type of Adopting / Fiscal Body', and 'Date of Adoption'. The table contains one row: 'Common Council of the City of Portland', 'Common Council and Mayor', and '10/01/2013'. At the bottom, there is a button 'Enter Information into Paragraph Above' and the text 'DLGF-Reviewed Funds'. At the bottom right of the slide, the number '78' is visible.

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## Exporting/Printing the Form 4

Prescribed by the Department of Local Government Finance  
Approved by the State Board of Accounts

Budget Form No. 4 (Rev. 2013)

### ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the Common Council of the City of Portland that for the expenses of PORTLAND CIVIL CITY for the year ending December 31, 2014 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of PORTLAND CIVIL CITY, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the Common Council of the City of Portland.

Name of Adopting Entity

Common Council of the City of Portland

Select Type of Fiscal Body

Common Council and Mayor

Date of Adoption

10/01/2013

DLGF-Reviewed Funds			
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy
0061	RAINY DAY	\$100,000	\$0
0101	GENERAL	\$3,239,398	\$1,655,630
0706	LOCAL ROAD & STREET	\$34,647	\$0
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018
1301	PARK & RECREATION	\$267,910	\$194,081
1001	CIVIC CENTER	\$18,250	\$0
0181	DEBT PAYMENT	\$76,195	\$0.0428

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## Signing/Submitting the Forms

Gateway  
for government units

Department of  
Local Government Finance

Home | About | Account Settings | Help | Logout

Selected Unit: Unit Menu > Budget Form Menu

Selected Year: 2014 | Selected Unit: Jay County - 9477 Portland Civil City, Jay Co.

### Select from Available Forms

Error Prevention Report

Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates


Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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## Signing/Submitting the Forms

Form Signature

NAME

Jim Davis

TITLE

Clerk-Treasurer

SIGNATURE / PIN

\*\*\*\*

DATE

06/01/2013

Form signature values saved at 04:27 PM and 22 seconds. [SIGN AND DATE FORM](#)


I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-2-2-2. This submission is intended to, and hereby does, constitute authorization and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

[Ready to Submit](#)

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

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## Signing/Submitting the Forms

Gateway

for government units

INDIANA

An Information for Indiana Data Site

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of  
Local Government Finance

Select Unit > Unit Main Menu > Budget Form Menu

Select Year: 2014 | Selected Unit: Jay County - 5817 Portland City City, Jay Co.

Select from Available Forms

Error Prevention Report

Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debit Worksheet

Form 1: Budget Estimate

Click to edit form

Click to submit completed form to DLGF

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers


Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

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## Signing/Submitting the Forms

Gateway

for government units

An Information for Indiana Data Site

Department of Local Government Finance

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#)

[Selected Year:](#) 2014 | [Selected Unit:](#) Jay County - 9417 Portland Civil City, Jay Co.


Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B	⚠
Debit Worksheet	⚠
Form 1: Budget Estimate	✓
<a href="#">Click to view form</a>	✓ This form has been submitted.
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	✓
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	⚠
Form 4A: Budget Report	⚠
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	⚠

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## Signing/Submitting the Forms

Gateway

for government units

An Information for Indiana Data Site

Department of Local Government Finance

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#)

[Selected Year:](#) 2014 | [Selected Unit:](#) Jay County - 9417 Portland Civil City, Jay Co.


Select from Available Forms

[Error Prevention Report](#)  
Click to review common errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B	✓
Debit Worksheet	✓
Form 1: Budget Estimate	✓
Form 2: Estimate of Miscellaneous Revenues	✓
Form 3: Notice to Taxpayers	✓
Form 4: Ordinance / Resolution of Appropriations and Tax Rates	✓
Form 4A: Budget Report	✓
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	✓
<a href="#">Click to view form</a>	✓ This form has been submitted.

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## Unit Main Menu

**Gateway**  
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) **Department of Local Government Finance**






Select Unit > Unit Main Menu

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Unit Main Menu - 0417 Portland Civil City, Jay Co.


Select from the options below to customize your unit's funds, departments, and/or publications.

**Department of Local Government Finance Tasks**

-  **Customize Funds, Departments, Debts, Rev. Codes**  
View and edit lists of funds, debts, debts by fund and rev. codes.
-  **View Forms, Enter and Edit Budgets**  
View, edit and submit Forms to DLGF.
-  **County Council Review Worksheet**  
View and edit the County Council Review Worksheet for the selected unit.
-  **Submit Proof of Publication and Signed Form 4**  
View, upload and submit budget-related documents to DLGF.
-  **Optional Flat File Upload**  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

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## Upload Budget Documents

**Gateway**  
for government units

An Information for Indiana Data Site



[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#) **Department of Local Government Finance**

Select Unit > Unit Main Menu > Upload Budget Documents

Selected Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Submit Files - 0417 Portland Civil City, Jay Co.

**Submit File**  
Select file type  
Proof of Publication (Form 3)


Enter description for "Other":

Enter a Description:  
Daily Chronicle  
Select File to Upload:

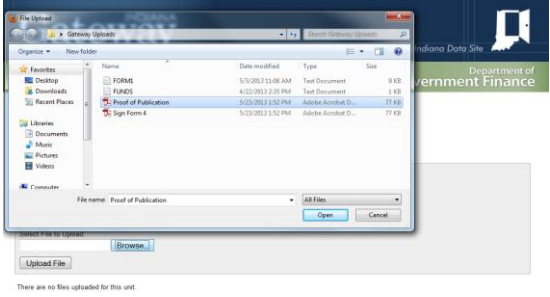
There are no files uploaded for this unit.

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## Upload Budget Documents



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## Upload Budget Documents



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## Upload Budget Documents

Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Select Unit > Unit Main Menu > Upload Budget Documents

Select Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type

Signed Budget Ordinance/Resolution (Form 4)

Enter description for 'Other'

Enter a Description

Select File to Upload

Browse


Publication File Upload Successful

Upload File

Publication File Name	File Type	File Description	File Upload Date
Proof of Publication.pdf	Proof of Publication	Daily Chronicle	5-31-2013

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## Upload Budget Documents

Gateway  
for government units

An Information for Indiana Data Site

Department of  
Local Government Finance

Home About Account Settings Help Logout

Select Unit > Unit Main Menu > Upload Budget Documents

Select Year: 2014 | Selected Unit: Jay County - 0417 Portland Civil City, Jay Co.

### Submit Files - 0417 Portland Civil City, Jay Co.

Submit File

Select file type

Proof of Publication (Form 3)

Enter description for 'Other'

Enter a Description

Select File to Upload

Browse

Upload File

Publication File Name	File Type	File Description	File Upload Date
Proof of Publication.pdf	Proof of Publication	Daily Chronicle	5-31-2013
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Form 4	5-31-2013

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## Gateway Resources

- User Guides
- Info Icons 
- YouTube Videos
- Email
- Call

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## Contact the Department

- Ryan Burke or Colby Shank
- E-mails: [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov)
- Telephone: (317) 232-3777
- Fax: (317) 232-8779
- Website: [www.in.gov/dlgf](http://www.in.gov/dlgf)
  - "Contact Us":  
[www.in.gov/dlgf/2338.htm](http://www.in.gov/dlgf/2338.htm)

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